

Tenancy details

Property address: _____

Property manager: _____

Tenant Name/s: _____

Mobile: _____ Work phone: _____

Email: _____

Maintenance required – Please detail below

Access details – Select one option below

- Use office key for access
- Please have the trades contractor contact me for access.

By completing this form, I/We agree to authorise Kay & Burton to provide my contact information to all necessary contractors required to undertake the repairs listed above.

Signature of tenant/s: _____ Date: _____

Office use only	Tick	Initial
Maintenance request/s logged in system:	<input type="checkbox"/>	<input type="text"/>
Contact landlord for approval and update in system as required:	<input type="checkbox"/>	<input type="text"/>